

No.

Code No. :

[Empty box for Code No.]

**ANDHRA PRADESH STATE
TRADING CORPORATION LTD.
HYDERABAD**

HIRE PURCHASE APPLICATION

*Affix Recent
Passport Size
Photo Duly Attested
by Salary
Drawing Officer*

Purchase of
in Monthly Instalments under Hire Purchase Scheme - Reg.

I have gone through the details of the Hire Purchase Scheme (given overleaf). I am interested to take on hire (Name of the article). I furnish herewith my complete details (IN BLOCK LETTERS ONLY) to process my application.

- 1. Name (In Block Letters) : -----
- 2. Father's/Husband's Name : -----
- 3. Age : -----
- 4. Designation : -----
- 5. Section & Office : -----
(Full Address with Tel. No.)
- 6. Residential Address (Tel. No.) : -----

- 7. Permanent/Regular/Approved : -----
probationer.
- 8. Basic Pay & D.A. : -----
- 9. a) Gross Salary : -----
b) Deductions : -----
- 10. Net Salary (Take Home Salary) : -----
(Certificate Enclosed)
- 11. Name and Designation of Salary : -----
Drawing Officer
- 12. Balance of Service (No. of Years) : -----
- 13. Whether Salary is Under Court/
any other Attachmnts : Yes / No
- 14. Whether he has Availed this Facility
from APSTC Earlier : Yes / No
- 15. If yes, Name the Product (Enclose : Yes / No
Clearance Certificate of 1st Item)

I/hereby solemnly declare that all the information given above by me is true and correct. I shall abide by the terms & conditions of the APSTC's Hrie Purchase Scheme.

Place :

Date :

Signature of the Employee

PARTICULARS OF GUARANTORS

GUARANTOR-I

GUARANTOR-II

- 1. Name : -----
- 2. Father's/ Husbans's Name : -----
- 3. Age : -----
- 4. Designation : -----
- 5. Office Address : -----
- 6. Salary Particulars : -----
(Please enclose latest Salary Certificate)
- 7. Residential Address : -----
with Phone No.

Signature of Guarantor - I

Signature of Guarantor-II

DECLARATION OF THE EMPLOYEE

I/we hereby solemnly declare that all the information given above by me/us is true and correct. I/we shall abide by the terms & conditions of the APSTC's Hire Purchase Scheme.

Date :

Signature of Guarantor - I

Signature of Guarantor-II

DECLARATION OF THE EMPLOYEE

Sri/Smt./Kum.....

Sd/Smt./Kum Son/Daughter/Wife of is working as in our Organisation/Department/Office and he/she is a regular/permanent/approved probationer. We hereby agree to deduct the instalment amount from his/her monthly salary and remit to your office before 15th of every month including penal interest, if any, as furnished by APSTC from time to time, Vide guidelines in G.O.Rt.No. 966, dated 1-9-1986 and G.O.Ms.No. 434, dated 5-10-1988.

If the above individual is transferred, necessary arrangements will be made and mentioned the same in LPO for deduction and remittance of his/her instalments from his/her salary from the place to which he/she is transferred.

I undertake to make necessary arrangements for continuation of deduction of monthly instalments with a covering letter of the above hirer through my successor in case I am transferred from the present post.

If the above incumbent is under suspension, dismissed, terminated or resigned during the period of operation of your Hire Purchase Scheme, we hereby undertake to make payment of his/her dues to your Corporation by deducting from his guarantors salary or from the arrears of the incumbent or his guarantor. The particulars of Hirer and Guarantors mentioned in the application are true.

Signature

Date :

Name and Signature of the Drawing Officer

Office Seal

Designation with Office Stamp

TO BE FILLED IN BY THE APPLICANT

OFFICE ADDRESS

(In Block Letters)

RESIDENTIAL ADDRESS

(In Block Letters)

Name

Designation

Address

Phone

APSTC HIRE PURCHASE SCHEME

TERMS AND CONDITIONS

1. All the permanent employees of State Government Departments and undertakings are eligible to apply for consumer durables as may be specified from time to time under the Hire Purchase Scheme of APSTC. However employees who have completed 55 years of age are not eligible.
2. The eligible employees intending to avail the facility under the scheme should not be liable for transfer outside Andhra Pradesh.
3. The eligible employees can draw articles whose monthly instalments fall within 1/3 of his/her net salary.
4. The employee can avail this facility once again after duly settling his/her account with APSTC for the item earlier taken.
5. The applications shall be examined by the APSTC and the articles based on the availability will be given on First cum First serve basis.
6. Initial payment is 15%. However, if any employee desires to pay more than 15% as initial payment the same shall be accepted up to 45% on the Customer price.
7. A flat rate of 16% per annum on the amount financed shall be charged as interest.
8. The APSTC's service charges shall be 0.2% on customer price for two wheeler and @ 1% for other articles.
9. In the case of articles the insurance charges as prescribed by Insurance companies shall be collected from time to time. The insurance of vehicles shall be done by the hirers at the time of registration and hypothecation to the APSTC.
10. The first monthly instalment, APSTC's service charges and the insurance (as applicable) shall be collected at the time of entering into agreement.
11. All monthly instalments should be remitted to APSTC before 15th of every month. Penal interest @ 2% per month shall be charged for delayed payments.
12. The eligible employees shall have to provide two guarantors of similar rank working in the same office who shall take responsibility for the payments of dues in case of default by the hirer.
13. No instalments shall be accepted in parts.
14. APSTC shall charge the customer price as in force at the time of delivery.
15. a) If the article is not taken within 10 days from the date of entering into agreement the application of the employee is liable for cancellation and forfeiture of the amount paid at the time of agreement including the cost of non-judicial stamp papers.
b) In case of the Manufacturer/authorised dealer is not in a position to deliver the article due to non-production or other reasons the article shall be delivered strictly in serial order of the pending agreements.
16. APSTC reserves the right to reject any application if the particulars furnished by the employee are found to be false and the matter shall be reported to employee's Head of the Department. APSTC also reserves the right to accept or reject any application without assigning any reasons whatsoever.
17. The applicant shall have to pay the cost of non-judicial adhesive stamps for the value of the articles as prescribed by Govt. from time to time.
18. Once the agreement is entered the period of repayment shall not be changed.
19. Instalments shall be paid in the form of demand drafts drawn on any Nationalised Bank in favour of APSTC.
20. Government of Andhra Pradesh have issued a G.O. requesting of the employees working under them for obtaining the articles available under the APSTC's Hire Purchase Scheme and to recover the monthly instalment, and remit to the APSTC on or before 15th of every month. A copy of the G.O. can be had from the hire purchase branch, of APSTC if required.
21. In case of disputes the legal jurisdiction shall be
22. APSTC's Hire Purchase branch business hours shall be from 10-30 A.M. to 5-00 P.M.
23. All applications duly filled in should be routed through the Drawing Officer of the concerned department along with a covering letter. All corrections should be attested by the applicant/drawing officer with full signature.
24. The product range at present are :
 - a) Televisions : EC, SHARP, ONIDA, SONY, DAEWOO, LG, VIDEOCON, SHIVAKI, BPL, GRUNDIG, SAMSUNG, AKA]
 - b) Two Wheelers : LML VESPA, KINETIC HONDA, TVS, HERO HONDA, LUNA MOPEDS, BAJAJ CHETAK, RAJDOOT, AVANTHI MOPEDS.
 - c) Fridges : AILWYN, GODREJ, KEIVINATOR, BPL, VIDEOCON, SAMSUNG
 - d) Washing Machines : VIDEOCON, BPL, GODREJ
 - e) VCRs : BPL, VIDEOCON, ONIDA & OPTONICA
 - f) Furniture : ALLWYN & GODREJ
 - g) Wet Grinders : SANTA, ULTRA
 - h) VCPs : VIDEOCON, BPL, ONIDA
 - i) Air Coolers : VIDEOCON, SYMPHONY
 - j) Inverters : RADIANT
 - k) Generators : BIRLA YAMAHA
 - l) LPG Gas Connections : SHAKTI, SUPER, SPIC JYOTHI, CHARMINAR
 - m) Jewellery Items : GOLD ORNAMENTSand any other articles added to the scheme from time to time.
25. The operations of the Scheme shall be confined to the eligible employees working within the APSTC's branch Jurisdiction.
26. The choice of the article/Brand/Model and the manufacturer/Dealer is at the sole discretion of the employee as per his/her choice, out of the @nlisted manufacturers/1 dealers.
27. **APSTC reserves the right to reject any application without assigning any reason whatsoever**

Ref. File No. :

Date :

To
The Manager,
A.P. State Trading Corporation Ltd.

Dear Sir,

Sub : Purchase of _____
under Hire Purchase Scheme of APSTC - Deduction of Monthly
Instalments from Salary - Undertaking - Reg.

- Ref :**
1. G.O.No. 966, Dt. 1-9-1986 and G.O.Ms.No. 434, Dt. 5-10-1988
Issued by Industries & Commerce Govt. of A.P., Hyderabad.
 2. Circular Memo. No. 31277-A/270/AI/TFR/93, &. 6-11-1993
 3. Circular Memo.No. 446741471/AI/TFR/93, Dt. 10-1 -1 994
 4. Application No. Dt.

We are forwarding herewith the application of Sri/Smt.
..... who is working as in our Department/Office for purchase
of under your Hire Purchase Scheme. The application may kindly be considered. This department/
Office undertake to deduct the monthly instalments as communicated by your Corporation every month from the salary of
Sri/Smt..... and remit the same by way of Demand Draft favouring A.P.
State Trading Corporation Ltd. before 15th of every month. We also inform that apart from the deductions
mentioned in the individuals (Hire and Guarantor) salary Certificates, there are not other deductions outside to salary.
Further we undertake that in case of hirer-guarantor is transferred, the deductions will be shown in L.P.C. and a copy of
the same will be sent to you.

Thanking you,

Yours faithfully

*Signature of the Drawing
Officer with Office Seal*

Note : Please note that the declaration in the application Form and attestation of salary certificate should be signed
with office seal by the Drawing Officer.

Note : Contents of the circular Memo.No. 31277-A/270/AI/TFR-93, Dt. 6-11-1993, is reproduced on reverse side.

**GOVERNMENT OF ANDHRA PRADESH
FINANCE PLANNING (FW-TER) DEPARTMENT**

Circular Memo. No. 31277-A/270/A1/TFR/93

Dated : 6-11-1993

Sub : Proposal for recovery of hire purchase instalment of A.P. State Trading Corporation through Pay bills and remittance to A.P. State Trading Corporation - Instruction - Issued.

Ref : 1. G.O. Ms. No. 966, Ind. & Comm. (T&C) Dept., Dt. 1-9-1986
2. G.O. Ms. No. 1 99, Ind. & Comm. (T & C) Dept. Dt. 12-5-1989
3. Managing Director, APSTC, D.O. Lr.No. HPD 1 Recoveries 1 93, Dt.

In the reference first and second cited the Government in Industries and Commerce Department have issued instructions to all the Heads of Departments to forward the proposal of the employees for purchase of the items available under Hire Purchase Scheme and also directed the Drawing and Disbursing officers to recover the instalments due from the employees salaries and remit the same to A.P. State Trading Corporation Limited on or before 5th of every month.

The Managing Director, A.P. State Trading Corporation has brought to notice of the Government that the Drawing and Disbursing Officers are not recovering the instalments as the recovery is not compulsory and showing a favour to employee - ,hirer in deferring the recoveries. The Managing Director, further complained that there are several instances (Particularly in municipalities) when the amounts recovered are being with held and not remitted to the A.P. State Trading Corporation. This tantamounts to temporary embezzlement of trust funds of the third party. Recovery of the Funds of the Corporation fallen into arrears as the defaulted amounts swell resulting in blockage of huge amounts.

In view of the above position explained by the Managing Director, A.P. State Trading Corporation the following points may be followed scrupulously.

1. Before forwarding the application of the employee to the APSTC Salary Drawing Officers may obtain clear and irrevocable letter of consent for recovery of the instalments, at source and through pay bills each monthly.
2. Amounts recovered should be remitted to the APSTC by 15th of each month. Under no circumstances should be the amounts recovered remain with the Drawing Officers amounting to temporary embezzlement of third party funds, which shall be viewed seriously and salary Drawing Officers held personally responsible for any lapse on this count.
3. Amounts are to be remitted to the APSTC by account payee cheque favouring the Corporation if the payment is forthcoming from local station or else by account payee demand draft.
4. Details of recovery should be furnished to (a) the APSTC indicating (a) the name of the employee, (b) code number, (c) amount recovered and (d) months for which recovery made.
5. Recovery to be made should be shown in LPC in case an employee is transferred and copy of the LPC together with transfer order endorsed invariably to the concerned branch of the APSTC enabling it to keep proper track of recoveries from the transferred employee.
6. Any violation of above instructions will be viewed seriously and action will be taken against the concerned Drawing Officer.

D. SUBBA RAO
Secretary to Government

To
All Departments Heads of A.P.,

Forwarded by Order

SECTION OFFICER